



Holly Springs School District

Judy C. Smith, Superintendent of Education

Financial & Compliance Audit Division

As required by Section ____315(c) of OMB Circular A-133, the Holly Springs School District has prepared and hereby submits the following corrective action plan for the findings included in the Schedule of Findings and Questioned Costs for the year ended June 30, 2003:

Finding

Corrective Action Plan Details

03-1

a. Name of Contact Person Responsible for Corrective Action:

Beverly S. Thompson, CPA, Business Manager, 662-252-2183

b. Corrective Action Planned:

- A. The financial secretary at each individual school has been given the detailed general ledgers for all applicable activity funds for the last two fiscal years with directions as to how to reconcile the school's activity funds. These prior year reconciliations will be verified by the Business Manager. The future reconciliations of the activity funds at the individual schools will be ensured by sporadic review by the Business Manager during the year.
- B. Checks which have been outstanding for more than one year have been voided and the funds have been returned to the original fund issuing the check. In the future, all outstanding checks more than one year old will be voided before the June 30 closing.
- C. A subsidiary ledger supporting interfund loan transactions for the fiscal year ended June 30, 2004 has been prepared and will be maintained on a monthly basis.
- D. Documentation supporting the compensated absences balance as of June 30, 2004 has been prepared. This documentation, which includes individual accumulated days leave liability, probability factor, pay rate and estimated days pay, is updated on a monthly basis within the payroll program.
- E. The Holly Springs School District did not receive any revenue for privilege tax or railcar taxes for the fiscal year ended June 30, 2004. Any future receipts will be coded according to the *Financial Accounting Manual for Mississippi Public School Districts*.
- F. Federal funds will be requested based on immediate need as indicated by cash balance, current payable and encumbered amounts and the expected next month's expenditures.

October 4, 2004

c. Anticipated Completion Date:

With the exception of "A", all of the deficiencies listed have been corrected as of today's date, October 4, 2004. The complete reconciliation of the activity funds is scheduled to be November 1, 2004.

03-2

a. Names of Contact Persons Responsible for Corrective Action:

Beverly Thompson, CPA, Business Manager, 662-252-2183
Jones Mays, Technology Coordinator, 662-252-2183

b. Corrective Action Planned:

The network now requires user passwords to be changed monthly by each individual user. These passwords are known only by the individual user.

Each month is opened on the first day of that month by the Business Manager/System Administrator. Each month is immediately closed after the month-end reconciliation of the bank statement.

c. Anticipated Completion Date:

Both deficiencies have been corrected as of today's date, October 4, 2004.

Sincerely yours,



Judy C. Smith
Superintendent

cc: Mrs. Gwendolyn Gipson, Board President
Mr. Alonzo McClinton
Mrs. Martha Thomas
Mr. Michael Crittle
Mr. Ray Von Autry